



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Athletics
Sub-Section:

TITLE: Athletic Fundraising Records

CUTOFF: Completion of fundraising event

DESCRIPTION: Records of the plans, arrangements, and results of annual athletic fund drives. Records include, but are not limited to, brochures, prize lists, pledge cards, mailing arrangements, reports, fiscal summaries, and related documentation and correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24217

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Catastrophic Injury Insurance Records

CUTOFF: EOFY

DESCRIPTION: Documentation of insurance claims made by university parties on the Catastrophic Injury Insurance Program. Provided by the NCAA, NJCAA, or NAIA, the Catastrophic Injury Insurance Program covers student athletes, student coaches, student managers, student trainers and student cheerleaders who are catastrophically injured while participating in a covered event. Records include, but are not limited to, accident reports, claim forms, annual insurance questionnaires, notes, and related documentation and correspondence.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24200

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Athletics
Sub-Section:

TITLE: Claims Payment Records		CUTOFF: Settlement of claim	
DESCRIPTION: Records documenting the verification and payment of secondary coverage insurance claims of injured student athletes. Records include, but are not limited to, lists of requests for claims payment; transmittal letters for reimbursement of the institution; Proof of Loss forms; intercollegiate athletic reports from Human Resources; ledgers of providers, payment amounts, and reference numbers; and related documentation and correspondence.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24202	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Competition Records		CUTOFF: EOAY in which season ends	
DESCRIPTION: Records document individual games and competitions and are used to comply with NCAA, NJCAA, or NAIA reporting requirements. Records include individual forms listing sport name, opponent name, date, event location, final score, player names and positions, time played per athlete, and the signature of the head coach or athletic director.		RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24209	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Competition Scheduling Records		CUTOFF: EOAY in which event occurs	
DESCRIPTION: Records of an institution's competition schedules for a given year. Records include, but are not limited to, telephone notes, schedules and schedule changes, competition records, and related documentation and correspondence.		RETENTION: Years: 1 Months: 0 Days: 0	
NOTES: Contracts related to competition scheduling records are governed by record series 24205 Competition Scheduling Records - Contracts.		DISPOSITION ACTION: Destroy	
SERIES: 24206	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Athletics
Sub-Section:

TITLE: Competition Scheduling Records - Contracts

CUTOFF: Expiration of contract

DESCRIPTION: Contracts related to an institution's competition schedules for a given year. Records include, but are not limited to, competition-related contracts.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24205

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Game Statistics Records

CUTOFF: EOAY in which season ends

DESCRIPTION: Records documenting the practice, playing, and attendance statistics about each game and the season for each sport by playing year. Records include, but are not limited to, player academic statistics, attendance figures, player training charts, season and game player statistics, recruitment records, special teams statistics, rankings, awards information, NCAA, NJCAA, or NAIA game statistics, media releases, all-conference nominations, spring and fall camp depth charts, numerical rosters, media guides, narrative reports on games and scrimmages, final team statistics for each game, NCAA, NJCAA, or NAIA official scoring summaries, play-by-play written reports, and related documentation and correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to appropriate archives

SERIES: 24210

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Athletics
Sub-Section:

TITLE: Insurance Records

CUTOFF: EOFY

DESCRIPTION: Records documenting medical treatment services rendered off campus for injuries or illnesses eligible for partial payment by intercollegiate athletic insurance. Records include, but are not limited to, copies of policies, accident reports, annual insurance questionnaires, notes, claim forms, payment of insurance records, and related documentation and correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24201

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: NCAA/NJCAA Enforcement Records

CUTOFF: Resolution of enforcement

DESCRIPTION: Reports submitted to regulatory bodies by public institutions. Records include, but are not limited to, reports documenting allegations of major and/or secondary violations of association rules and regulations and the institution's responses to those allegations, supporting documentation, and final resolutions, including penalties, if applicable.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24216

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Negative Drug Test Records

CUTOFF: Graduation or last date of attendance

DESCRIPTION: Records of negative results of drug testing done on student athletes. Records include, but are not limited to, interpretations and related documentation and correspondence.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24215

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Athletics
Sub-Section:

TITLE: Non-Negative Drug Test Records		CUTOFF: Graduation or last date of attendance	
DESCRIPTION: Records of results other than negative of drug testing done on student athletes. Records include, but are not limited to, interpretations and related documentation and correspondence.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24214	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Playbooks and Related Materials		CUTOFF: WSO	
DESCRIPTION: Records documenting the practice times, game strategies, and game plays developed for the season and individual games. Records include, but are not limited to, practice plans and videos, game plans, game results, and related documentation.		RETENTION: Years: 0 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Permanent - Transfer to appropriate archives	
SERIES: 24207	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Recruiting/Athletic Eligibility Records		CUTOFF: Graduation or last date of attendance	
DESCRIPTION: Documentation of the recruitment process for prospective players to comply with national athletic association and regional conference rules and regulations. Records include, but are not limited to, documentation of the recruitment of athletes into the university's intercollegiate athletic program; scouting reports; lists of prospects; audiovisual recordings; questionnaire forms with personal, scholastic, transcript and general release information; performance reports; mailing lists; telephone logs and conversational notes; letters of intent; and related documentation and correspondence.		RETENTION: Years: 10 Months: 0 Days: 0	
NOTES: Some items in this series are confidential per the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99).		DISPOSITION ACTION: Destroy	
SERIES: 24204	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Athletics
Sub-Section:

TITLE: Student Athlete Academic Advising Records

CUTOFF: Graduation or last date of attendance

DESCRIPTION: Records documenting academic advising of prospective and current student athletes; academic progress while students are involved in athletic programs at the institution; and compliance with NCAA, NJCAA, or NAIA, and conference reporting requirements. Records include, but are not limited to, letters of intent, renewals of letters of intent, transcripts, grade reports, petitions, academic evaluations, advanced standing reports, advisors' report sheets showing progress towards an academic degree, program planning sheets, NCAA/NJCAA Progress Reports, students' requests for release from athletic programs, disciplinary memoranda, and related correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Some items in this series are confidential per the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99).

DISPOSITION ACTION: Destroy

SERIES: 24212

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Student Athlete Dining Roster Records

CUTOFF: EOAY

DESCRIPTION: Documentation of the meals consumed by student athletes as part of the training table. Records include, but are not limited to, rosters with the names of athletes partaking of meals and absent from meals, menus, and related documentation and correspondence.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24213

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Athletics
Sub-Section:

TITLE: Student Athlete Medical Records

CUTOFF: Graduation or last date of attendance

DESCRIPTION: Records documenting the medical history of each athlete before and during his or her attendance at the institution. Records include, but are not limited to, annual health appraisals, authorization to release information forms, treatment consent forms, assumption of risk forms, accident reports, X-rays and X-ray reports, prescription records, off campus treatment source records, insurance questionnaires, psychological counseling records, and related documentation and correspondence.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24203

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Student Athlete Records

CUTOFF: Graduation or last date of attendance

DESCRIPTION: Records documenting the athletic history of each athlete who has competed at the institution. Records include, but are not limited to, academic major information including performance reports, admissions verification reports, academic transcripts, and financial aid information; recruitment information documents; media articles; photographs; release of information forms; personal data questionnaires; records of awards; and related documentation and correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Frequently, this series is a continuation of the recruitment file and includes recruitment records if an athlete signs a letter of intent. Some items in this series are confidential per the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99)

DISPOSITION ACTION: Destroy

SERIES: 24211

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016
